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ADMINISTRATIVE POLICIES

Updated October 2016

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1. REGISTRATION

(a) **GENERAL**

The Ontario registration period is September 1st to August 31st.

There will be a yearly registration fee for all individuals wishing to become a member of Dive Ontario.

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In order to compete as an Ontario diver at DPC and Dive Ontario sanctioned meets, you must be a member of Dive Ontario in good standing

All divers must comply with FINA, AFC (Aquatic Federation of Canada) and Dive Ontario regulations and procedures.

Previously registered clubs and divers must be registered with Dive Ontario by October 31st.

Registrations received later than October 15th will be subject to penalties as established by Dive Ontario (see (h) Penalties).

For purposes of insurance and for being qualified for sanctioned competitions, all individuals who register with Dive Ontario remain as a registered member until November 1 of the next season (up to 14 months depending on time of registration). Unless the member rejoins during the same registration period the following year, his/her membership expires on November 1 and they are no longer eligible for athlete insurance or to compete in sanctioned competitions. Any member not registered with Dive Ontario and entered into the E-sport systems is not considered registered and will not be covered by insurance or any other purposes associated with Dive Ontario.

(b) **REGISTRATION PROCEDURES**

Clubs must submit the registrations to Dive Ontario using the E-Sport Login found on www.diving.ca.

Payment must accompany all registrations (see LTD Registration below). Dive Ontario will not process registrations until the appropriate fees are received

Registrations must be mailed or emailed to the Dive Ontario office. Telephone registrations will not be accepted

Membership fees payments will only be accepted from Clubs (unless a diver or coach is registering as "unattached"), in which case they must deal directly with the VP Finance of Dive Ontario

New registrations (after October 15th) have no registration deadline but divers must be fully registered (this includes payment of fees) with Dive Ontario **at least two weeks** before participation in a sanctioned meet.

Although a club member may hold one or more roles (e.g., diver and coach), they are only required to pay one registration fee per season (always the greater fee of the two roles). However, it is the Club's responsibility to inform Dive Ontario of all the roles that a member holds.

(c) **LTD REGISTRATION**

Clubs must submit their learn-to-dive registrations when requested by the office. The reporting periods are: September through December, January through April and May through August. Learn-to-Dive Registrations must be submitted by the Club through the E-Sport Login found on www.diving.ca. Learn to divers can only be reported once per season. The divers must be registered within 15 days the month following of the period listed above

Clubs will be invoiced for the ltd registrations at the end of the season.

(d) **INFORMATION REQUIRED**

The following information must be included:

Club: Name, Address, Phone Number, Email addresses for Club, Head Coach & President

Competitive Diver (NJ, NS, PJ, PS): Name, Address, City, Postal Code, Phone Number, Date of Birth, Gender, Email address, Coach Name (for National level divers only), Member Category

Masters Diver (MA): Name, Address, City, Postal Code, Phone Number, Date of Birth, Gender, Email address, Member Category

Recreational (Learn-to-Dive) Diver: Name, Phone Number, Date of Birth, Gender

Fully Qualified Coach: Name, Address, City, Postal Code, Date of Birth, Phone Number, Email address, Member Category

Intermediate Coach: Name, Address, City, Postal Code, Date of Birth, Phone Number, Email address, Member Category

Instructor: Name, Address, City, Postal Code, Date of Birth, Phone Number, Email address, Member Category

Official: Name, Address, City, Postal Code, Date of Birth, Phone Number, Email address

Associate Member (Executive): Name, Address, City, Postal Code, Date of Birth, Phone Number, Email address

(e) **MEMBER CATEGORIES**

Recreational Divers: Participants who take part in learn-to-dive programs or other non-competitive programs offered by a club or affiliate.

Competitive Divers:

- (i) **National Junior Competitive Divers:** Divers 18 years of age and under, who met the national standard at a competition sanctioned by Dive Ontario or Dive Canada in the previous year;
- (ii) **National Senior Competitive Divers:** Divers 19 years of age and older, who met the national standard at a competition sanctioned by Dive Ontario or Diving Plongeon Canada in the previous year;
- (iii) **Provincial Junior Competitive Divers:** Divers 18 years of age and under, who have not met the national standard at a competition sanctioned by Dive Ontario or Diving Plongeon Canada in the previous year and who have or who intend to enter a regional or provincial competition in the current year. For greater certainty, this includes divers who did not compete in the previous year, but are participating in competitive programming in the current year;
- (iv) **Provincial Senior Competitive Divers:** Divers 19 years of age and over, who have not met the national standard at a competition sanctioned by Dive Ontario or Diving Plongeon Canada in the previous year and who have or who intend to enter a regional or provincial competition in the current year. For greater certainty, this includes divers who did not compete in the previous year, but are participating in competitive programming in the current year;

Masters Divers: Divers 25 years or older, who do not compete at the Senior level, but who participate in Masters events.

Fully Qualified Coaches: A Fully Qualified Coach is:

- (v) A person who has successfully completed the “Competition Stream - Introduction” program offered by the National Coaching Certification Program (“NCCP”) and has been designated as “Certified” by the NCCP in such program;
- (vi) A person who has been designated as “Certified Level II” by the NCCP pursuant to the NCCP’s predecessor system;
- (vii) A person who holds certification recognized by FINA which is equivalent to the certification referred to in paragraphs **Error! Reference source not found.** and **Error! Reference source not found.** above; or
- (viii) A person who was registered as a Coach of a Club Member in good standing in the 2014 - 2015 year, and such Club Member has no other Fully Qualified Coach member in the 2014 - 2015 year, then such person shall be deemed to be a “Fully Qualified Coach” for the 2014 - 2015 year only.

Intermediate Coaches: An Intermediate Coach is a person who has started, but is not yet fully-certified, in the “Competition Stream - Introduction” program offered by the National Coaching Certification Program (“NCCP”).

Instructors: An instructor is any person who provides instruction to Recreational or Competitive divers and includes any coach or instructor who is not an “Intermediate Coach” or a “Fully Qualified Coach”.

Officials: An official is a person who is properly qualified to judge at a regional, provincial, national or international level.

Associate Members: Individuals who are not members of any other category, but who are still active in the affairs at the club. Examples are provincial board of directors, club executives and other volunteers. As registered members, they are named and covered by the club liability policy.

Clubs: A Club is an amateur diving club or association resident in Ontario, incorporated or unincorporated, whose membership is comprised of:

- (i) At least one (1) Fully Qualified Coach;
- (ii) At least five (5) persons registered as Competitive Divers; and
- (iii) A Board of Directors or an Executive committee comprising of at least three functioning positions (other than coaches and divers), whose purpose is the development and maintenance of the club. (In exceptional circumstances a club may apply in writing to Dive Ontario for an exemption to this rule). Any changes to a club's board of directors must be made in writing to Dive Ontario.

No person shall be registered as a member of more than one registered club at any one time, either as a coach, diver or executive.

For greater certainty:

- (iv) A Club must have at least one Fully Qualified Coach;
- (v) A Fully Qualified Coach may provide coaching services to more than one Club, provided that the Fully Qualified Coach may only be registered with one Club at any one time;
- (vi) A Competitive Diver may dive with more than one Club, provided that such Competitive Diver may only be registered as a Competitive Diver with one club at any one time; and
- (vii) An Associate Member who sits on a member Club's Board of Directors or Executive Committee may only be registered as an Associate Member of one Club at any one time.

(f) **UNATTACHED MEMBERS**

Any person who is not registered with a member Club and who wishes to register as a member of Dive Ontario may do so, provided that they satisfy the applicable registration criteria, complete the appropriate registration form and pay the requisite fees to Dive Ontario.

(g) **NEW CLUBS**

Any organization that desires to register as a Club member of Dive Ontario must first submit a written request to Dive Ontario including the following information:

- (i) Name of proposed Club;
- (ii) Location of club;
- (iii) Location of pool;
- (iv) Hours of pool availability;
- (v) Coach qualifications;
- (vi) Reasons for wanting to become a Club member; and
- (vii) Business plan illustrating long-term sustainability of the club.

The Board of Directors shall review and consider any such applications and, upon being satisfied that the admission of the organization as a Club member is consistent with the mission and mandate and will be of a net benefit to Dive Ontario, then the Board of Directors may approve such application.

No organization shall be admitted as a Club member without the prior approval of the Board of Directors.

2. PENALTIES

(a) NEW SEASON REGISTRATION

Every Club member shall submit its membership registration form together with payment to the Dive Ontario office no later than October 15th of the current membership year. Registration is not complete until both the registration form and payment are received.

Every Club member, other than a new Club registering with Dive Ontario for the first time, shall pay a late payment fee equal to \$25.00 per day for each day that its payment of its registration fee is late (received by Dive Ontario after the October 15th deadline) to a maximum of \$250.00; and, if the registration form and payment is not received until after October 25th, then an additional late fee of \$250.00 will be applied, so that the total late fees owing would total \$500.

(b) ALLOWING A NON-REGISTERED DIVER TO COMPETE AT A SANCTIONED MEET

No person shall compete at a competition sanctioned by Dive Ontario unless such person is registered with Dive Ontario as a Competitive Diver.

If any person who is registered with a Club member registers to participate at any competition sanctioned by Dive Ontario without first having been registered as a Competitive Diver with Dive Ontario, the Club member shall pay to Dive Ontario a fine in the amount of \$100.00.

The Competitive Diver's registration fee must be paid to Dive Ontario before the diver will be permitted to compete, however, the Club member may either pay the penalty at the competition or request to be invoiced by Dive Ontario, provided that the diver will not be entitled to participate in any future competition until the Club has paid the fine.

Dive Ontario reserves the right to check registrations for all sanctioned competitions to ensure compliance with this section.

3. INSURANCE

Only registered members inside the E-Sport system of Dive Ontario will be covered by the national liability and accident insurance policy issued to Diving Plongeon Canada and Dive Ontario.

Dive Ontario will provide each Club member with a certificate of insurance upon receipt of same, generally at the start of each new season. If any changes or additions are required on the certificate of insurance, the Club member should contact the Dive Ontario office to request same.

For greater certainty, a Club member's board of directors or executive committee is insured ONLY if the board members have registered as Associate Members and provided all necessary information to Dive Ontario. If accident insurance is required for an Associate Member, an additional fee will be charged.

Please direct any questions regarding insurance to the Dive Ontario office.

4. TRANSFER POLICY

At the beginning of every diving season (September 1), a diver can change clubs without following any procedure, except to register with the new club.

For all other transfer requests (after the start of a new season), the "Transfer Form for Registered Divers in Ontario" must be completed and forwarded to the Dive Ontario office. This form is available to download from the Dive Ontario website or may be requested from the office.

A diver who transfers during the season from one club to another must have a written release from the current club. This must be sent to the Dive Ontario office.

If a diver is unable to receive a written release from his or her current club, may apply to Dive Ontario to register as an unattached diver. In this circumstance, the diver must dive unattached for ninety days or until the end of the diving season (August 31st), whichever comes first. The change of affiliation is effective as of the post-marked date on the transfer request letter.

In the case of a diver who was registered originally in the season as unattached, a written release is not required to later affiliate with a club. However, a registration with the new club is required to register such diver.

Except in exceptional circumstances, Dive Ontario does not consider more than one transfer per season.

5. **REGISTRATION FEES (effective September 1, 2016)**

CATEGORY	E-Transfer FEE (\$)	CC or Cheque Fee (\$)
CLUB	250.00	260.00
FULLY QUALIFIED COACH	85.00	90.00
INSTRUCTOR (NOT FULLY QUALIFIED COACH)	35.00	40.00
COMPETITIVE DIVER (INCLUDES UNATTACHED)	132.50	140.00
RECREATIONAL DIVER (LTD)	2.15	2.25
ASSOCIATE MEMBER (EXECUTIVE)	21.50	25.00
OFFICIAL	33.00	33.00

6. **SANCTION POLICY**

(a) **Sanction Required**

Any competition taking place within the Province of Ontario which is intended to be used as a qualifying meet for a junior or senior national championship sanctioned by Diving Plongeon Canada must be sanctioned by Dive Ontario.

(b) **National Qualifiers - Automatic Sanctions**

The following competitions have been pre-approved and are automatically sanctioned by Dive Ontario and are recognized as qualifying meets for National Championships and therefore do not have to request such status:

- (i) Winter Provincials;
- (ii) Spring Provincials;
- (iii) Summer Provincials.

(c) **Tier II - Automatic Sanction**

The following competition is automatically sanctioned by Dive Ontario and therefore does not have to request such status:

- (i) Tier II Provincial Championships (Levels 2)

(d) **Other Competitions**

Any member Club desiring to obtain the sanction for a competition to be held in the province of Ontario must submit a meet bid application to Dive Ontario in the prescribed form including the following information:

- (i) Competition name, date and location;
- (ii) Competition Events & Levels;
- (iii) Name and contact information for Meet Technical Director.

Every November after the AGM, the Dive Ontario office will send every Club member a meet bid application to be submitted by January. The meet bids will be approved by the High Performance Committee and the Dive Ontario Board, at which time a tentative meet schedule will be created for the following season.

The Tentative Meet Schedule will be submitted to Diving Plongeon Canada for final approval by June and sanctions will be granted as long as the dates:

- comply with Dive Ontario, Diving Plongeon Canada and/or FINA rules; and
- not conflict with timing of any other DPC sanctioned competition of the same level in adjoining Provinces.

7. MEET HOSTING POLICY

(a) GENERAL

For both Tier I & Tier II Provincials, each Club member hosting is to provide the Dive Ontario Meet Manager with information regarding food, accommodations, access, etc. The Dive Ontario Meet Manager will then be responsible for creating the meet package based on a standardized package created by the High Performance Committee. The Meet Package will be submitted to the High Performance Committee for approval. Once approved Dive Ontario will distribute to all member Clubs, Officials and post on the Dive Ontario website as well as forward to Diving Canada for posting on their website.

For Tier II Invitational, each Club member hosting a meet shall use the standardized meet package available through Dive Ontario, which includes the proposed timetable, standardized dive requirements and Dive Ontario logos. The package must be submitted to Dive Ontario for approval. Once approved, Dive Ontario will distribute to all member Clubs and Officials and post on the Dive Ontario website.

(b) REPORTING

Results from all competitions sanctioned by Dive Ontario must be submitted by the host Club to Dive Ontario within **one week** following the completion of the competition. In the event of the Tier I and Tier II Provincials, the Meet Manager will submit the results to Dive Ontario.

If the host Club fails to send the competition results to Dive Ontario within one week from the last day of the competition, the host Club shall pay a late fee in the amount of \$100 per week for each full week that the results are late, which amount shall be deducted from any hosting grant otherwise payable to the host Club.

(c) HOSTING GRANTS

Each member Club that hosts a sanctioned competition and satisfies the necessary requirements, including submission of a list of all registered divers, competition results, competition report and meet fees, is eligible to receive a hosting grant from Dive Ontario.

For all Dive Ontario Tier I Provincials sanctioned meets, the Dive Ontario Meet Manager will submit the competition report, within 30 days of the end of the competition.

For all Dive Ontario Tier II Invitational meets, the Hosting Club will submit the competition report (downloadable from the Dive Ontario website), within 30 days of the end of the competition. After 30 days, the Club will be fined \$100 per week for each week that the report is late, and will not be eligible for hosting grant

The hosting grants shall be in the following amounts:

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|-------|--|----------|
| (i) | Tier II Competitions | \$650.00 |
| (ii) | Senior National Qualifier (other than a sanctioned Jr. National Qualifier), if sanctioned by Dive Ontario | \$500.00 |
| (iii) | Tier I Provincial Championships (3 designated Jr. National Qualifiers) | |
| | Winter | \$735.00 |
| | Spring | \$735.00 |
| | Summer | \$735.00 |

If a Tier I Provincial Championship/Jr. National Qualifier is sanctioned by Diving Plongeon Canada as an international team selection trials (such as for the Dresden International), then an additional \$640 hosting grant will be provided

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|------|--|-------------|
| (iv) | National Championships (Junior or Senior) | \$ 2,500.00 |
|------|--|-------------|
- (d) **MEET FEES**

Each member Club hosting a sanctioned meet shall pay to Dive Ontario a meet fee in the amount of \$15.00 for each diver who is registered to participate in such sanctioned competition. These fees will be calculated and invoiced by Dive Ontario. The Meet fee owing will be deducted against the grant listed above.

8. COURSE AND FACILITATOR FEES

COURSE	INSTRUCTION BEGINNER	COMPETITION INTRODUCTION	PROVINCIAL JUDGE LEVEL 1	PROVINCIAL JUDGE LEVEL 2
Participant Fee	\$125	\$425.00	\$70.00	\$75.00
			includes registration with Dive Ontario	
Facilitator Fee	\$500.00 Travel @ \$0.45/km Lunch with receipts Hotel (if required)	\$1,200.00 Travel @ \$0.45/km Lunch with receipts Hotel (if required)	\$200.00 Travel @ \$0.45/km See Official Guidelines	\$200.00 Travel @ \$0.45/km See Official Guidelines
Evaluator Fee	\$125 Travel .45/km	\$250.00(with trampoline) \$200.00 (no trampoline) Travel .45/km		

9. AGM TRAVEL POLICY

- (a) Each Club member will be reimbursed for travel and hotel expenses in connection with sending one delegate to the Dive Ontario Annual General Meeting;
- (b) Travel by car will be reimbursed consistent with Dive Ontario Financial Policies (if applicable);
- (c) Hotel accommodation will be arranged by the Dive Ontario office. Funded delegates must stay two per room. . Meals, phone calls and other room charges are the responsibility of the delegate;
- (d) Upon prior approval of the Board, the President, the VP Finance, the Chair of the Dive Ontario High Performance Implementation Committee and the Chair of the Dive Ontario Sport Development Committee are eligible to attend the Coaches Meeting held prior to the AGM and to receive reimbursement for their travel/hotel expenses as outlined above;
- (e) Delegates must submit an expense form (accompanied by receipts) to Dive Ontario in order for payment to be considered.